


Limited Vendor Inquiry

Navigation: **ND Utilities & Interfaces>ND State Applications>Procurement & Vendors>Vendor Information**



Limited Vendor information
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

Add a New Value

SetID:


=

11000




Vendor ID:

begins with




Short Vendor Name:

begins with




Our Customer Number:

begins with



Name 1:

begins with



☐ Include History


☐ Correct History

☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Change the 'SetID' from your business unit to 'Share', if necessary – see below.

Limited Vendor information
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value


Use Saved Search:

SHARE

SetID:


=

SHARE




Vendor ID:

begins with




Short Vendor Name:

begins with




Our Customer Number:

begins with



Name 1:

begins with



☐ Include History


☐ Correct History

☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

[Delete Saved Search](#)

On that screen you can search by Name 1, the short name, or the vendor number if you have it. If you need help searching for vendors, go to this web page <http://www.nd.gov/spo/connectnd/manual/index-2.html> and look at the section titled “How to search for vendors in voucher or PO”.

Click ‘Search’ after you have entered one of the fields:

Limited Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:

=

SHARE

Vendor ID:

begins with

Short Vendor Name:

begins with

STATE

Name 1:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Search Results

| View All | | | |
|-------------------------|------------|-------------------|--|
| First 1-100 of 151 Last | | | |
| SetID | Vendor ID | Short Vendor Name | Name 1 |
| SHARE | 0000044414 | STATE & IN-001 | STATE & INTERSTATE WATER POLLUTION |
| SHARE | 0000038103 | STATE & LO-001 | LOCAL GOVERNMENT BENEFITS ASSN.STATE & |
| SHARE | 0000043892 | STATE & TE-002 | STATE & TERRITORIAL PUB HLTH NUTRI DIRS |
| SHARE | 0000042942 | STATE ARCH-001 | ARCHIVISTS.COUNCIL OF STATE |
| SHARE | 0000045783 | STATE AUDI-001 | STATE AUDITORS CO.NATL ASSN OF |
| SHARE | 0000043550 | STATE AUDT-001 | STATE AUDTRS CMPTLRS & TRES.NATL ASSN OF |
| SHARE | 0000077815 | STATE AUTO-001 | AUTOMOBILE MUTUAL INSURANCE CO.STATE |
| SHARE | 0000015627 | STATE BANK-001 | BANK & TRUST OF FARGO.STATE |
| SHARE | 0000024098 | STATE BANK-002 | BANK OF HAWLEY.STATE |
| SHARE | 0000024773 | STATE BANK-003 | BANK OF MOORHEAD.STATE |
| SHARE | 0000029715 | STATE BANK-005 | BANK OF BOTTINEAU.STATE |
| SHARE | 0000051807 | STATE BANK-006 | STATE BANK OF BOTTINEAU INSURANCE AGENCY |
| SHARE | 0000077200 | STATE BANK-007 | BANK AND TRUST OF MOORHEAD.STATE |
| SHARE | 0000005727 | STATE CHEM-001 | CHEMICAL MANUFACTURING CO.STATE |
| SHARE | 0000015076 | STATE CHEM-002 | STATE CHEMICAL MFG CO.THE |
| SHARE | 0000084327 | STATE CLAI-001 | CLAIMS SEMINAR.ND STATE |
| SHARE | 0000029955 | STATE COMP-001 | COMPENSATION INSURANCE FUND.STATE |
| SHARE | 0000040992 | STATE FAIR-001 | FAIR PARADE.ND STATE |
| SHARE | 0000038715 | STATE FAIR-002 | STATE FAIR ASSN.ND |
| SHARE | 0000040416 | STATE FAM-001 | FAMILY COUNCIL.STATE |
| SHARE | 0000011284 | STATE FARM-001 | FARM INSURANCE.STATE - FARGO |
| SHARE | 0000011285 | STATE FARM-002 | FARM MUTUAL AUTO INSURANCE CO.STATE |
| SHARE | 0000015781 | STATE FARM-003 | FARM BANK.STATE |
| SHARE | 0000027076 | STATE FARM-005 | FARM INSURANCE.STATE - BISMARCK |

If you searched on “Smith” in Name 1 or the Short Name, a list similar to the one above will appear. Find the vendor you are looking for and click on the blue link that corresponds.

The Vendor Inquiry will help you find out the following about your vendor:

1. Whether there is withholding turned on this vendor or not by looking for a check mark in the withholding box;

The screenshot shows the 'Identifying Information' tab of a Vendor Inquiry form. The form contains the following fields and values:

| | | |
|---|---------------------------|---|
| SetID: | SHARE | Check for Duplicate |
| Vendor ID: | 0000109187 | |
| Vendor Short Name: | PORKY PIGS | PORKY PIGS-001 |
| Vendor Name 1: | PORKY PIGS RESTAURANT LLC | |
| Vendor Name 2: | LN: PIG,PORKY | |
| Status: | Approved | Classification: Supplier |
| Persistence: | Regular | HCM Class: |
| <input type="checkbox"/> VAT Registration Registration VAT Default VAT Service Treatment Setup | | |
| <input checked="" type="checkbox"/> Withholding | | |
| <input checked="" type="checkbox"/> Open For Ordering | | |
| | | Expand All Collapse All |

An arrow points from the 'Withholding' checkbox to the first list item, and another arrow points from the 'Open For Ordering' checkbox to the second list item.

2. Whether the “Open For Ordering” box is checked to enable the vendor to be used in a purchase order;
3. The organization type of the vendor (if known).

- a. First, click on the arrow by ‘Government Classifications’

The screenshot shows the 'Vendor Relationships' section of the Vendor Inquiry form. It includes the following fields and values:

| | |
|---|---|
| <input checked="" type="checkbox"/> Open For Ordering | |
| Vendor Relationships | |
| <input type="checkbox"/> Corporate Vendor | <input type="checkbox"/> InterUnit Vendor |
| Corporate SetID: SHARE | InterUnit Vendor ID: |
| Corporate Vendor ID: 0000109187 | PORKY PIGS RESTAURANT LLC |
| Create Bill-To Customer | |
| <input type="checkbox"/> Create Bill To Customer | |
| ▶ Additional ID Numbers | |
| ▶ Duplicate Invoice Settings | |
| ▶ Government Classifications | |
| ▶ Standard Industry Codes | |
| ▶ Additional Reporting Elements | |
| Expand All | Collapse All |

An arrow points from the 'Government Classifications' link to the third list item.

- b. If you see a 'Source' of "ORG TYPE," look down at the 'Gov Glass' for the type of business this vendor is set up for tax reporting. In this example, the LLC in the business name does not mean it is a corporation, but a Limited Liability Partnership. Expect this vendor to have withholding turned on.

The screenshot shows a web interface for 'Government Classifications'. At the top, there is a header bar with a dropdown arrow and the text 'Government Classifications'. Below this, there are two input fields: 'EEO Certification Date:' and a checkbox labeled 'HUB Zone'. The main content area is titled 'Government Sources' and includes a search bar with 'Find | View All' and pagination 'First 1 of 2 Last'. Below the search bar, there is a table with two columns: 'Source:' and 'Organization Type'. The first row shows 'Source: ORG TYPE' and 'Organization Type'. Below this, there is a section titled 'Government Classifications' with a search bar and pagination 'First 1 of 1 Last'. This section contains several fields: 'Eff Date: 11/25/2008', 'Cert Nbr:', 'Begin Dt:', 'Expire Dt:', and 'Gov Class: 12 ORG TYP'. The 'Gov Class' field is circled in red. An arrow points from the 'Gov Class' field to the 'Gov Class' field in the second screenshot.

4. You can also see whether a W-9 or Vendor Application has already been received.
- a. If you see there is another page, click on the arrow.
 - b. If you see a 'Source' of "VENDOR APP" or "W-9", that means that Vendor Registry has received some sort of paperwork on this vendor already. In the example below, it states that a Vendor Application was received. Because our applications are also substitute W-9s, agencies would not have to collect a new W-9 before paying this vendor.

The screenshot shows a web interface for 'Government Classifications'. At the top, there is a header bar with a dropdown arrow and the text 'Government Classifications'. Below this, there are two input fields: 'EEO Certification Date:' and a checkbox labeled 'HUB Zone'. The main content area is titled 'Government Sources' and includes a search bar with 'Find | View All' and pagination 'First 2 of 2 Last'. Below the search bar, there is a table with two columns: 'Source:' and 'Organization Type'. The first row shows 'Source: VENDOR APP' and 'Organization Type: Vendor Application Received'. Below this, there is a section titled 'Government Classifications' with a search bar and pagination 'First 1 of 1 Last'. This section contains several fields: 'Eff Date: 11/25/2008', 'Cert Nbr:', 'Begin Dt:', 'Expire Dt:', and 'Gov Class: 19 VNDR AP'. The 'Gov Class' field is circled in red.

5. This vendor inquiry allows users to see which addresses available for use. If there is not one that matches the address on the invoice, send an email to spovendor@nd.gov to request that a new address be set up, and fax the invoice to them at 328-0108 to support the request. See the example on the next page.

- a. If there are multiple addresses, you would see more pages here. You can click 'View All' to look at all of them on one screen, if you prefer.

Identifying Information **Address** **Contacts**

SetID: SHARE

Vendor: 0000109187 **Short Vendor Name:** PORKY PIGS-001 **Name:** PORKY PIGS RESTAURANT LLC

Vendor Address Find | View All First 1 of 1 Last

Address ID: 1

Description: JUST FOR TESTING

Details Find | View All First 1 of 1 Last

Effective Date: 05/19/2008

Status: Active

Country: USA United States

Address 1: 600 EAST BOULEVARD AVE

Address 2:

Address 3:

City: BISMARCK

County: ND **Postal:** 58505

State: ND North Dakota

Email ID:

Payment/Withholding Alt Names

Phone Information Customize | Find | View All First 1 of 1 Last

| Type | Prefix | Telephone | Extension |
|------|--------|-----------|-----------|
| | | | |

- b. If you click on this arrow, there may be an alternate payment name and/or alternate withholding name for this vendor. In the example below, any 1099-MISC forms will be reported on Porky Pig's name and TIN, not under the restaurant's. Other vendors may have an alternate payment name, for a variety of reasons (the use of acronyms on a check is one).

State: ND North Dakota

Email ID:

Payment/Withholding Alt Names

Payment Alternate name

Name 1:

Name 2:

Withholding Alternate name

Withholding Name 1: PIG,PORKY

Withholding Name 2:

6. Any contact information available on this vendor can be found on the tab labeled 'Contacts'. See the pink callout on the screen shot at the top of this page.